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# Example of Tax Supervisor Job Description

Our company is growing rapidly and is looking for a tax supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax supervisor

* Prepare and review more complex tax returns
* Utilize tax-related software to prepare and process returns and research tax matters
* Prepare individual, estate and trust tax returns
* Collaborate with partners and clients to deliver quality tax services to a closely-held client group
* Supervise the Tax Function as they pertain to hedge funds, including the preparation and review of all Federal and State tax returns and their defense on audit
* Oversee and review tax returns
* Proactively monitor changes in Federal and state tax rules to ensure that appropriate planning, compliance, and reporting actions are undertaken
* Identifies, collaborates with team, and implements process improvements within the Payroll department to ensure efficient and accurate payroll processing
* Ensures that communication between payroll representatives and customers is effective, timely and courteous
* Identifies and communicates potential risks and opportunities and emerging trends with department management

## Qualifications for tax supervisor

* 5+ years of tax audit experience, strong federal experience preferred
* Proactive personality with a great attitude
* CPA preferred, JD or Advanced Degree a plus
* 4-10 years of experience with high-net individual tax compliance/planning for individuals that are hedge fund managers, private equity/venture capital managers and other individuals in the financial service space
* 5-10 years of hedge fund tax
* Work and communicate with state & local auditors during an examination